



PEEPS  
HANDBOOK POLICY  
2020-2021

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PEEPS PRESCHOOL  
Handbook for Parents/ Guardians

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**PENDLETON UNITED METHODIST CHURCH (PUMC)  
PUMC EDUCATIONAL AND ENRICHMENT PROGRAMS AND SERVICES (PEEPS)**

**1. Our Mission**

**As Christians who care, we are committed to providing a positive, biblical and educational experience to our students while being a resource to the community by nurturing the family unit.**

Objectives:

1. provide a caring Christian atmosphere for children to learn, grow, and develop.
2. Provide a physical environment that is safe, clean, and healthy, according to recommended standards.
3. Foster each child creativity and positive self-image
4. Utilize family and community partnership.
5. Operate as a self-sustaining entity.

**PEEPS has two programs:**

**The morning program is made up of four classes. They are divided by age into groups of ones, twos, threes and fours. Classes are held Monday through Friday from 8:45 AM until 11:45 AM early care is available from 8:00 AM until 8:45 AM.**

**The after school program is for children and grades 5K through sixth grade. This program is intended for children in elementary school who need supervision after the school day. More information about this program is available upon request.**

**2. Family Involvement**

One of the most important goals of PEEPS is to promote family involvement in their children's lives at the school. Staff members work hard to understand and be sensitive to each family's cultural heritage, it's beliefs about children's needs and its expectations of PEEPS. The teachers and administrators communicate with parents in many different ways, such as daily conversation, newsletters, telephone calls, parent/guardian communication boards in each classroom, each child's folder and/or behavior record.

Parental visits are welcome at all times during the day. You may choose to join us for snacks, read a story during the morning, or just spend some time in your child's class. We especially encourage you to share your special talents, interest and or cultural traditions(at the director's discretion) with us. Additionally, for the safety of everyone, we will **require all visitors to check in with the director while in the building.**

In addition to ongoing communication, longer parent/guardian teacher conferences can be scheduled at your request or ours.

PEEPS offers communal social opportunities to families in other ways as well. For example, Christmas Program, Thanksgiving Feast, fundraisers and end-of-the-year programs for families to get acquainted with one another in an informal setting. Parents/guardians can meet and greet anytime in our central entry where there is a comfortable/quiet setting. Parents/guardians are welcome to chat with each other, or use the space to prepare their child for the day.

**3. Program Policies**

**ENROLLMENT**

1. Preschool children will be divided into four classes based on their age as of September 1 of the current school year. Consideration will be given to current students with the perception of developmental delays.
2. After school program serves 4K- 6th grade with consideration given to older siblings in seventh grade.
3. Total daily preschool room it shall be as follows:
  - 8 one-year-olds with two adults (Lead teacher and Assistant)
  - 8 to 9 two-year-olds with two adults(Lead teacher and Assistant)
  - 12 three-year-olds with two adults(Lead teacher and Assistant)
  - 12 four-year-olds with two adults(Lead teacher and Assistant)

\*After school program enrollment may not exceed 50 children.

The PEEPS board of directors reserves the right to ask for withdrawal of any children who require special attention not provided in the program or who demands so much supervision that the whole group is unfavorably affected. Upon admission, the situation will be addressed within one or two months of attendance by the lead teacher, PEEPS directors, and parent.

### **PRE-REGISTRATION**

The enrollment of children is as follows and will take place in February:

- **First preference** is given to current PEEPS students whose Parent/guardian is also an active member of PUMC (Based on previous years church attendance). Registration will be on the first day. Number of days enrolled is on a first come first serve basis.
- **Second preference** is given to current PEEPS students and will begin on the second day of registration through end of first week. Number of days enrolled will be on a first come first serve basis.
- **Third preference** is given to siblings of current PEEPS students and two active PUMC members. This enrollment will last one week.
- No other preferences will be considered. Open enrollment will begin at this point. A child is only considered enrolled after the registration process has been completed and fees have been collected. A waiting list will be maintained only for the current year and will not carry over into the next school year. Names for the waiting list may be excepted via the phone or email and will be based on the above order of preference.

### **HOURS AND DATES OF OPERATION:**

PEEPS preschool is open from 8:45 AM until 11:45 AM Monday through Friday.

PEEPS preschool classes are in operation during the school calendar year, as provided through the Anderson school District four with the exception of the starting and ending dates and half days.

PEEPS preschool will offer an early drop off at 8 AM for an extra monthly fee. You must register for this service.

### **ARRIVALS:**

Opening time for the preschool is 8:45 AM. Park your car and bring your child to the classroom. Each child must be accompanied to the classroom until a teacher greets the parent/guardian and child and assumes responsibility for the child. You may then sign your child in by the front desk as you leave.

All children should be in their classrooms by 9 AM. It is important for each child to have time to begin completely involved in the classrooms community activities such as group time, planning for the day, renewing friendships, etc. It is much harder for this to happen when a child comes into the classroom after 9 A.M.

### **DEPARTURES:**

#### **One year old class:**

Your child should be picked up between 11:45 A.M. to 12 P.M. Park your car and sign your child out by the front desk. You may then go to your child's class to pick up your child and speak to the teacher.

#### **Two, three, and four-year-old classes:**

Your child should be picked up between 11:40 AM and 12 o'clock. Pull to the back of the parking lot near the playground and wait for a staff member to identify you. The teacher will bring your child to the car and share briefly about the day and you will then sign your child out with his or her teacher.

### **ALL CLASSES:**

- If someone other than the people indicated on the registration form will be picking up your child, you must send a written notice on a full-size sheet of paper to let the teacher indicating the person's name with your signature. Upon pick up, that said person shall park, meet the teacher in person, and show a valid picture ID in order for PEEPS to release your child.
- On occasion there will be exceptional circumstances beyond your control that may make you late in picking up your child. Teachers understand these circumstances. When an emergency arises, please call PEEPS at 646-3809 and a teacher will stay with your child until you arrive. At all other times the previous arrival and departure policies are in effect. Teachers are committed to their work and to the children and families they serve. They hope, in return, that parents respect and understand the demanding and tiring aspects of their workdays. When parents are frequently late in picking up a child, not only is it hard on teachers, but the child is also tired and becomes more and more anxious as all other children leave. For those reasons, PEEPS joins other centers in instituting firm late pick up requirements. A late fee of \$1.00/minute will be charged beginning at 12:01 p.m.
  - A parent/guardian must sign a child in and out as the child enters or leaves the PEEPS facility. The form will include times of arrival and departure and the signature of the adult accompanying the child.

PEEPS encourages parent-teacher communication and the times when parents bring and pick up their children are important to everyone. The staff values this time for chatting with each parent/guardian about the child's day. If you have issues or concerns that need time for more focused attention, it is important to schedule a conference with the teachers at a more relaxed time.

**FEES AND TUITION:**

**One Year Old Class**

Tues/Thurs	\$165 per month	\$40 registration fee	\$1,690 per year
Mon/Wed/Fri	\$190 per month	\$50 registration fee	\$1,950 per year
Mon – Fri	\$220 per month	\$60 registration fee	\$2,260 per year

**Two Year Old Class**

Tues/Thurs	\$165 per month	\$40 registration fee	\$1,690 per year
Mon/Wed/Fri	\$190 per month	\$50 registration fee	\$1,950 per year
Mon – Fri	\$220 per month	\$60 registration fee	\$2,260 per year

**Three Year Old Class**

Mon/Wed/Fri	\$190 per month	\$50 registration fee	\$1,950 per year
Mon – Fri	\$220 per month	\$60 registration fee	\$2,260 per year

**Four Year Old Class**

Mon – Fri	\$220 per month	\$60 registration fee	\$2,260 per year
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Tuition is multiplied by 10 months and the one time registration fee is added to the tuition total to equal the yearly total.

Pendleton United Methodist Church **active members** receive a \$10 discount per month.

Early Care fee is \$30 per month per child or \$2 per day per child. Fees are paid with tuition.

- **Multiple child discount:** when a family has more than one child enrolled in PEEPS, only the registration fee of the oldest sibling will be required, all other registration fees will be waived.
- **Payment:** all checks for registration fees and tuition shall be made payable to PEEPS and mailed to the church or deposited with the PEEPS directors. The church mailing address is PUMC -PEEPS, PO box 646, Pendleton, SC 29670. The PEEPS directors shall collect all funds registration, tuition, prepaid and late fees; receipts will be provided for all monies received if payment is received through the mail, a receipt will be returned via the mail. Payment shall never be given to a teacher or assistant.
- **Registration:** fee is due with the application of enrollment and is nonrefundable. This fee reserves the child’s place and is used for initial supplies but does not apply to the tuition. This fee remains the same even if a child enrolls after the program has started. When a child enrolls after January 1, registration fee will be half of the regular fee.
- **Tuition:** Tuition for the current month shall be paid by the first of that month, No refunds will be made on current months tuition should a child be withdrawn from PEEPS. Tuition is expected to be paid for the full month even for a child enrolling after PEEPS opens, unless the child enters after the 5th of the month, which case the tuition fee will be half regular rate. No other reductions will be allowed. Tuition must be paid for the entire month, even when absence(s) and holiday occur.
- **Delinquency:** Tuition shall be considered past due if not received by the fifth of the month. If payment is not made by the fifth of the month, a notice is sent. Delinquency with pain may result in an extra fee: 6th through 10th \$5, 11th through 15th \$10, and

after the 15th \$15. The child shall be removed from the program if payment is not received by the 16th day of the month. Delinquency with pain tuition shall be monitored by the PEEPS directors.

- **Late enrollment:** Decisions regarding late enrollment shall be made by the PEEPS directors and based on availability.

**REFUNDS:**

No refunds will be provided for days your child is absent. Consideration will be given for extenuating circumstances, such as extreme, prolong times of illness.

**Withdrawal:**

We require you to inform us at least one month before withdrawing your child so we can prepare to fill that vacancy. Failure to do so will require payment of one month’s tuition even if the child does not attend the entire month.

**4.PROGRAM AND CURRICULUM**

The PEEPS curriculum is based on well-established knowledge of the developmental needs of young children in general, and also on the specific needs of each child in our school. Our responsibility to you and your children is to provide the appropriate environment and stimuli so that your child will continue to develop to his/her potential.

**BELIEFS ABOUT CHILDREN**

We believe that each child has rights and responsibilities. Children have the right to work and play in an environment that allows them to be creative, active explorers, to discover many aspects of their world and to be helped to problem solve an experiment. Children have the right to be seen as competent and curious, to be accepted by their peers and by the adults in their world, and to gain a sense of mastery and self-confidence. At PEEPS, children are treated with respect. The staff shows this respect in daily interactions with the children. Teachers work hard to discover the way in which each child learns best, and then supports the child in gaining necessary new skills.

We help children learn that they need to be respectful of the rights of others around them, not only other children but adults as well. As we value children and show them respect, they intern find it easier to be caring, responsive and cooperative with each other and with adults. Finally, children learn to be respectful of their environment: to be careful of materials and toys, of furniture and equipment.

We believe that growth and development of children doesn’t just “happened.” They must be nurtured with developmentally appropriate experiences and language. The cognitive, social/emotional, and physical dimensions of development are interrelated and must be considered when planning a program for toddlers and preschoolers. Each child brings a personal pattern of development to our program, and the uniqueness of these patterns must be considered when planning a strong curriculum. These are only a few of the reasons for the strong emphasis PEEPS places on the knowledge of child development that teachers bring to the classroom.

**STAFF**

PEEPS is characterized by well trained and educated teachers and administrators. In addition, staff receives continuing education and professionally related subjects, a cost covered by PEEPS. All staff is trained in CPR and First Aid.

The teacher child ratio in the one's room is 1 adult to each 4 children. In the two's classroom, the ratio is 1 adult to each 4.5 children. In the three-year-old preschool room, the teacher child ratio is 1 teacher to 7 children. In the four-year-old preschool room the teacher ratio is 1 teacher to 7 children. Sometimes, because of volunteers and student teachers, these ratios may be even more advantageous to children in our care. Our class sizes and adult child ratios meet or exceed the standards of quality set by the national Association for the education of young children (NAEYC) and far exceeds South Carolina state licensing requirements.

### **ROLE OF THE TEACHER**

It is hard to over emphasize the importance of the teaching staff to a high-quality early childhood development program. Teachers must possess the skills and knowledge necessary for affective work with very young children, but must also have personal qualities such as patience, flexibility, nurturance and joy in this work. Each teacher at PEEPS is expected to be a dedicated professional committed to ongoing learning about the best ways to work with young children.

PEEPS teachers serve a number of inter-related roles. Teachers are expected to:

- **Nurture:** Children need a great deal of encouragement, warmth, assurance and caring, provided in a warm and supportive environment. Toddlers and preschoolers need to have teachers who let them know they understand and respect children's feelings and that they will respond to their needs. Teachers develop a strong sense of trust between themselves and the children in their care.
- **Plan:** Teachers must provide opportunities for children's active participation, investigation and experimentation. Teachers do not give all the answers, but help children find appropriate answers to questions and problems. PEEPS teachers provide a developmentally appropriate environment that promotes a joy in learning. Planning a curriculum that meets specific needs of children in each class is a challenging task and one that takes a great deal of effort and thought on a daily basis. Teachers act as a resource for children and as a facilitator of learning, not as a giver of facts.
- **Observe and listen:** Planning an optimal physical and social environment is based on child development knowledge, but also on careful observation of the children in each teachers classroom. It is difficult to find time in a busy day to observe and listen, but it is the major way in which teachers can accurately assess the needs of each child, his/her particular learning style, interest and strengths. Listening to Children, rather than talking - at them, is an important way in which teachers show respect for children.
- **Guide:** Teachers provide guidance to children through this process that is sometimes difficult. One way teachers guide with respect is to help children problem solve through struggles, rather than dictate rules to children.
- **Support parents and families:** In addition to being effective listeners with young children, teachers also listen to parents questions and concerns. They understand that parents are the most important influences in their children's lives and they support and collaborate with parent teacher efforts to provide the best early education and care for children.

## **GUIDANCE AND DISCIPLINE**

People often think of discipline as punishment. At PEEPS we offer a different approach. Discipline is, at its most basic, teaching. It is one element of an overall approach to guiding young children's behavior in a positive manner rather than a negative one. Children need to understand what is expected of them, rather than only telling them what not to do. Guidance and discipline, in Peeps view, refers to all the activities and interactions which help each child gain self-control and positive social interactions. As such, it is an essential part of our total curriculum and is a reflection of our basic philosophy. Children learn to respect the property and rights of others, just as we show respect for them. Children's responsibilities are stressed every day, as well as children's rights.

General guidelines used by PEEPS teachers in typical situations include the following:

- Prevention is the best technique. Therefore, the physical environment is carefully planned to help children meet our expectations. For example, noisy and quiet activities are separated so those children building with blocks do not intrude on children's quiet work at the table. Classrooms are set up so children can easily move around without falling over one another. The physical environment, in fact, is considered a "third teacher", a force that has great power to influence our daily behavior. Space is carefully arranged to try to prevent child and adult frustrations and to provide an orderly and beautiful learning space. Environment is especially important for new walkers and toddlers, who need a safe and secure world for exploration without constant restraints.
- Teachers model the behavior they expect from children: self-control, respect for others, positive interactions and supportive cooperation. Children tend to imitate the behaviors of adults whom they admire.
- Teachers promote problem-solving. Children learn that an adult will not always be there to tell them what to do and what not to do, so teachers help them gain the skills to selectively solve their own problems. This skill carries over into all aspects of a child's life, now and in the future.
- Teachers use redirection when children are involved in harmful behaviors. This is particularly effective with toddlers. Children's feelings are recognized and accepted, but inappropriate behaviors are not. A child may need help in expressing his or her feelings more appropriately (use words instead of hitting), May need more physical activities (outside running, etc) or may need a quiet time to think things through.
- Teachers use the theory of natural or logical consequences. They explain the logical consequences that will occur, describe predictable limits and offer the child acceptable choices. This technique is highly effective and long lasting, but teachers never use shame or blame as part of the process.
- Physical punishment is never used, nor do teachers demean children by yelling, belittling or threatening. Children are never remove to an area where they would be totally alone or without adult supervision. Physical punishment destroys a bond of trust that is important for a healthy adult child relationship and, thus, we reject physical or degrading punishment as a form of discipline.

## **PLAY AREAS**

All children need safe areas and equipment to run, jump, climb, ride and explore, both indoors and outdoors. At PEEPS, we view the outdoor play area as a vital part of our curriculum. Our outdoor space will accommodate the needs and skills of young children with climbing structures, slides, and swings.

## **FIELD TRIPS**

Field trips are a part of the three and four-year-old classes. Specific information will be sent prior to each trip. Permission forms will be required for each outing.

## **BIRTHDAYS**

Birthdays are special days. We will recognize each child's birthday and provide special honors for the child. You may provide simple age-appropriate refreshments such as cupcakes, ice cream cups, Jell-O, cookies, muffins, fruit, or Popsicles. Please inform us the week before if you want to bring something so that we can make arrangements. Children will not exchange gifts. If you are planning a party outside of school and wish to invite your child's classmates, we will require you to invite all of the children in the class if the invitations are going to be distributed at school. If you do not want to invite everyone in the class, we ask that you please mail the invitations from home.

## **Personal belongings**

One and two-year-old classes: children need to bring a backpack (big enough to fit and folder in) to carry belongings, teachers notes, etc., from school to home and vice versa. Send disposable diapers or training pants and wipes for ones and twos who are not potty trained. Please label all items in the diaper bag. Dress children in comfortable, washable play clothes so they can freely take part in the daily activities. A change of clothes for all children is needed in case of accidents. Please label all clothes and place in a gallon Ziploc bag in the backpack.

Three and four-year-old classes: a backpack is required to send home notes, artwork, etc. Children are to wear comfortable, secure shoes; shoes cannot be removed at school. Please no flip-flops. Dress children in comfortable, washable play clothes so they can freely take part in the daily activities. A change of clothes for all children is needed in case of accidents. Please label all clothes in place in a gallon Ziploc bag that can be placed in the child's cubby. Children are discouraged from bringing toys and other objects from home because of the possibility of them getting lost or damage.

Please make sure your child's clothes are appropriate for that season and change out the set of clothes when the season/weather change.

## **SNACKS:**

**Ones in twos:** parents of ones in twos need to provide a full, leak proof, sippy cup each day. Each item must be labeled with your child's name. Teachers sit with the children during snack times. Children learn at an early age that meal times are cheerful, calm and social times. The toddler classes will be offered age-appropriate snacks each day. If your child has allergies or special dietary needs, the teacher will make all appropriate accommodations.

**Threes and fours:** healthy snacks and drinks are offered daily. Snack Times offer good nutrition but they also provide a small group atmosphere for a quiet conversation and development of valuable skills such as learning to pour juice or milk, clean up after oneself, etc. This snack menu is posted in each classroom. All children in the classroom shall have snacks together. Teachers shall also sit at tables and eat snacks with the children.

### **WINTER OUTDOOR PLAY**

Winter weather provides many outdoor opportunities for children's learning. In spite of chilly temperatures, children enjoy being outdoors. Children at PEEPS will go outdoors once or twice a day for at least 20 to 30 minutes and less temperatures drop below freezing. If the temperature meets these guidelines but the windchill is low, teachers will use their discretion about outdoor play. Children need to be dressed appropriately for this outdoor play. This includes hats and mittens, scarves, winter weight jackets. When children feel warm and dry they feel free to explore their winter environment. Please be sure that you have an extra set of clothes at the school, labeled with your child's name. The toddler class at PEEPS will go outdoors once or twice a day for at least 20 to 30 minutes unless temperatures drop below freezing or at the discretion of the teacher.

## **5.HEALTH/ SAFETY/ SECURITY**

### **HEALTH AND SICKNESS**

PEEPS believes that a safe and healthy environment is a basic right of all children and their parents.

- Management of communicable diseases: A teacher will observe each child daily. If one or more symptoms are observed the teacher will notify a director. The director will mediate notified the parent/guardian of the child's condition when a child has been observed with signs or symptoms of illness. Keep children home when they are ill is the best means of preventing the spread of communicable diseases. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by a director and the parent/guardian. In the event that any staff exhibits any of the same symptoms, they will be sent home and qualified substitutes will be provided.
- A child or employee with any of the following signs or symptoms of illness shall be immediately isolated from other children:
  - Unusual spots or rashes
  - Sore throat or difficulty swallowing
  - Elevated temperature
  - Vomiting
- A child or employee who comes to school with any of these symptoms will not be admitted for that day:
  - Diarrhea (within a 24 hour period)
  - Severe cough, causing the child to become red or blue in the face or to make a whooping sound
  - Thick yellow or greenish nasal excretions
  - Difficult or rapid breathing
  - Yellowish skin or eyes

- Temperature of 100°F taken by auxiliary method when in combination with any other signs of illness
- Untreated infective skin patch(es)
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Evidence of lice, scabies or other parasitic infestation
- Children who are sent home must be symptom-free for 24 hours before they can be readmitted to school. If your child remains home due to a specific illness it is important for us to know. For example, if your child is diagnosed with chickenpox, telephone the teachers and they will share that information with other families by posting a sign and placing notice in each child's cubby.

PEEPS assumes that if your child is healthy enough to be at school, the child is also well enough to join for in class activities and outdoor activities. Because of adult child ratio, it is not possible for one teacher to remain inside with one child while the others are outside.

- No internal medications will be administered by PEEPS employees. Please administer all medications prior to bringing children to the facility.
- Immunization: before a child initially entered PEEPS all required immunizations must be current. Each year your child is required to have a new medical statement showing a current physical examination, immunizations, any additional medical condition since the last examination, etc. this information is kept in the child's folder, accessible at all times to teachers and administrators but otherwise kept confidential. PEEPS will send out reminders of the need for an updated medical statement on your child, at two months before the date of renewal. This reminder allows you to make appointments with pediatricians.
- Additional safety requirements: chewing gum, hard candies and suckers are prohibited at PEEPS for safety reasons. Active children who are running and climbing can easily swallow these items.

## **SAFETY AND SECURITY**

PEEPS provides a safe and secure environment where children can explore, experiments and play. The physical safety of PEEPS children is one of our primary concerns, and we have instituted a number of procedures to ensure that safety.

- **Hiring procedures:** Safety and security begins here. All of our employees are professional who take their responsibility seriously. Each PEEPS employee is subject to a thorough screening that include reference checks and interviews, state law enforcement division background check and fingerprinting as required by the state of South Carolina. PEEPS orientation of employees helps employees understand our expectations for professional, high-quality interaction with children and their families.
- **Physical environment:** The design of the PEEPS facility included a careful analysis of safety issues. All classrooms have direct access to the outside in these doors are locked from the outside. The facility has been designed with windows/doors to allow parents and administrators to observe the classroom at any time. One or more adults are on the playground whenever children are present. Teachers on the playground will have access to a walkie-talkie with connection to the director. The playground equipment meets

national safety standards. A fence surrounds the playground and it also conforms to all national safety guidelines.

- **Entry security:** The doors to the facility remain secure at all times. Only parents, staff and those approved by parents may enter the building. Sometime after 9 AM, parents and visitors will have to knock at the door by the church office entrance and have the door open I saw an inside the church.
- **Fire drills and tornadoes:** PEEPS will conduct fire drills at varying times such each year, so that all employees and children are familiar with procedures. At the sound of the alarm children and teachers will immediately leave through the classroom door and walk away from the building. An emergency fire procedure is posted in all classrooms. The local fire inspector has approved fire drill procedures. A tornado drill will be conducted every six months. All children and teachers will move to an interior hallway away from as many windows as possible. The tornado procedure is also posted in each classroom.
- The lead teachers are ultimately responsible for the safety of the children in their care. No child shall ever be left alone or unsupervised.

### **Child abuse and neglect reporting**

As required by South Carolina Law, all Child Care center employees and administrators must immediately report any suspicions of abuse or neglect of a child to the Anderson County department of Social Services. We comply with these reporting requirements and we will also share our concerns with the parents of the child in question.

### **Children's files:**

Children's records contain all medical information, photo/video tape release, family history form, and emergency transportation forms, and any notes made by the teachers. Notes from parent/guardian teacher conferences are also kept in each child's file. These files are kept for one year after the child has left the program parents may take arrangements with their teacher at any time to review the child's file. Only parents, the child's teachers and the administrators have access to the files. These files shall be kept locked in the director's office.

### **Photo/photographing children**

Photos of the classroom activities are a regular part of the day. These photos are used in each child's individualized portfolio and to share information about children's early learning with parents. Each parent/guardian must sign a photo/videotaping release form at the beginning of each school year.

Video tapes and/or photos of children will not be used for any other purpose without the signed consent of the parents. This includes such events as newspaper articles and/or television programs. This is a policy whether or not the child is identified by name.

### **Emergency procedures**

In the event of an accident involving a child or teacher, the following steps will occur:

- The accident will be reported immediately to the lead teacher. All teachers have training and first aid and CPR. Teachers will administer treatment if appropriate.
- If the injury is a medical emergency, the emergency squad will be called. Unless otherwise specified on your child's emergency card, he/she will be taken to the nearest hospital. The parents will be contacted immediately and told to meet the teacher and the child at the hospital emergency room. The emergency room will be contacted and told the nature of the injury. The lead teacher or associate teacher will accompany the child to the hospital and will bring the child's medical record and our emergency card.

- An incident report will be completed every time an accident or injury occurs or when an incident (I.e., swallowing a potentially harmful substance) Necessitates administering syrup of ipecac, and/or when a child needs emergency transportation. Incident reports are completed even when the incident is a relatively minor one, such as when a child sustains a small bump, scratch or bruise. The parent/guardian must sign a copy of the incident report, and one copy is kept in the child's file and the other copy given to the parent.
- PEEPS medical emergency plan is posted by each telephone used by the center. In addition, the plan shall include: the location of all first aid kit, names of staff trained in first aid, location of children's medical records, instructions to staff in case of an emergency as indicated on the first aid chart which is located in the cabinet in the kitchen. Parents must give a written emergency transportation authorization form before the child's first day at PEEPS. Parents also must complete an emergency medical form for the child's first day at PEEPS and it is important to update the telephone numbers on this form as needed. If a child/guardian cannot be found in case of an emergency, the teacher will contact a person noted on this form, along with notifying the contact physician.

### **Inclement weather in PEEPS closing**

When inclement weather occurs, the decision to close peeps will follow the decision of Anderson school district 4. In case of a two-hour delay, all peeps classes are canceled. Also, if faculty equipment that malfunction interferes with or makes it unsafe to open peeps for the day, teachers will telephone all parents to notify them of the schools closing. In the case of facility equipment, the next month's tuition will reflect a reduction of the daily fee for any closure of this nature. PEEPS assume that if your child is healthy enough to be at school, the child is also well enough to join the rest of the class its outdoor activities. Because of adult child ratio, it is not possible for one teacher to remain inside with one child while the others are outside.